

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET  
Director and  
State Court Administrator



SCOTT SOSEBEE  
Deputy Director  
Information Technology

VERISE V. CAMPBELL  
Deputy Director  
Foreclosure Mediation

**Nevada Certified Court Interpreter Program**

**FORMAL COMPLAINT FORM<sup>1</sup>**

**Complainant's name:** \_\_\_\_\_  
Mr./Mrs./Ms. First M.I. Last

**Address:** \_\_\_\_\_  
Street Address Apt. #

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Pursuant to the State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program, Appendix III – Disciplinary Process<sup>2</sup>, I hereby file this complaint in reference to a possible disciplinary breach on the part of \_\_\_\_\_.  
**Interpreter Name** (please print)

**STATEMENT OF FACTS**

Please provide the information as delineated below. Attach additional pages if necessary.

**1. Date and location of the alleged disciplinary breach.**

<sup>1</sup> The complaint procedure applies only to interpreters who are listed on active status on the NV Court Interpreter Roster maintained by the Certified Court Interpreter Program, and have allegedly engaged in unethical or unprofessional conduct while performing their interpreter duties.

<sup>2</sup> State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program available at <http://www.nevadajudiciary.us/index.php/viewdocumentsandforms/func-startdown/9410/>.

**2. If the incident took place while the interpreter was engaged in a judicial or administrative proceeding, please provide the following:**

a) In what court or agency was the case heard?

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b) What was the case number?

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c) What is/was your relationship to the case in question:

- ☐ *Plaintiff/Petitioner*
- ☐ *Defendant/Respondent*
- ☐ *Victim*
- ☐ *Witness*
- ☐ *Parent/Relative*
- ☐ *Attorney for*

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☐ *Other*

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d) Please identify witnesses to the interpreter's action:

☐ *Name*

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☐ *Relationship*

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☐ *Contact information (i.e., mailing address, telephone, e-mail)*

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**3. Identify any other person who may have additional information:**

☐ *Name*

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[illegible]

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I understand that the information provided in this complaint may be shared in whole or in part during the course of any investigation with any of the parties involved and the matter will be reviewed in compliance with the State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program.

Under penalty of perjury, I swear of affirm that the statements and information provided by me and contained in any attached documents are true to the best of my knowledge and constitute all the information I have on this matter and all of my complaints as of this date against the above-named interpreter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please **submit the completed form along with any additional documents** to the attention of:

Ms. Andrea Krlickova  
Court Services Analyst  
Nevada Certified Court Interpreter Program  
Administrative Office of the Courts  
Regional Justice Center  
200 Lewis Avenue, 17<sup>th</sup> Floor  
Las Vegas, NV 89101

Phone: 702/486-9332  
Fax: 702/486-3733  
E-mail: [akrlickova@nvcourts.nv.gov](mailto:akrlickova@nvcourts.nv.gov)